Digital Student ID Card Reissue

Step 1: Go to Ming Chuan Homepage (web.mcu.edu.tw)

Step 2: Change language to "English"

Step 3: Select "E-Request and E-form"

Step 4: Key in your "Username" and "Password"

Step 5: Click on "Work" "e-Form"

Step 6: Choose Form ID "1932 Digital Student ID Card Reissue and Name Change Application Form"

Step 7: Complete the form (If you lost the student ID card, click on "Lost"; If the student ID card is damage, click on "Damage" and return the damaged student ID card.) Lastly click on "Submit".

Step 8: Click on "Student System"

Step 9. Click on "Reporting Lost iPass"

Step 10: Read through the Policy and Disclaimer and click on "Confirm".

Step 11: Fill out Report Loss Form (If there is money in your student ID card, select "A Refund"; if not, select "D No refund" for the Refund Method.) Then, click on "Submit" twice.

Step 12: Pay 200 NTD at the Automatic Document Application Payment Machine located in Room E101 on Taipei Campus (For Taoyuan Campus is at Academic Affairs Section.) (Click on "Student".) Bring the receipt to the Registrar Section/ Academic Affairs Section.

Step 13: Pick up your student ID card from the Registrar Section (Taoyuan Academic Affairs Section) on the assigned date